publishONE

ADVANCED PUBLISHING SOLUTIONS

User manual

Colofon

- Version 1.0
- PublishOne Jade
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CHAPTER 1 INTERFACE

Paragraph 1.1 Tabs interface

After logging in, the homepage of PublishOne will appear. Different tabs will be displayed here.

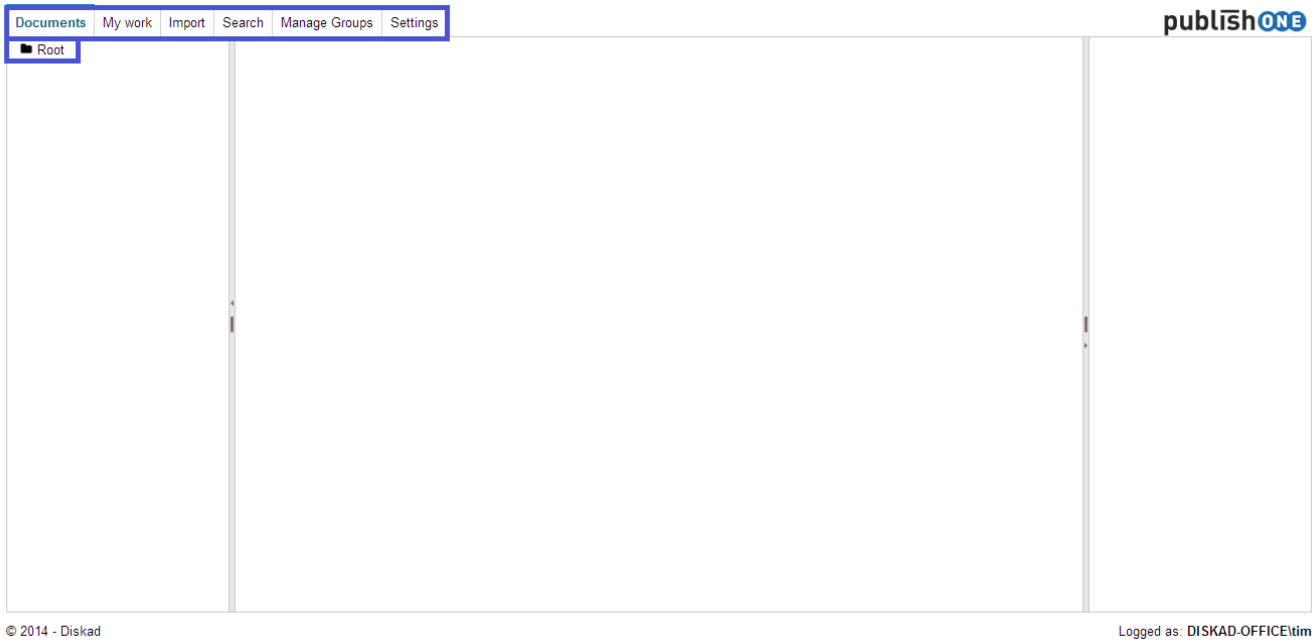

Figure 1.1 1

Tabs
Documents: In this tab the documents can be found underneath “Root”.
My work: This tab will display the documents that are assigned to the editor/specialist editor.
Search: Here you can search for documents.
Manage groups: In this tab the specialist editor has the possibility to add new users and change the rights of users.
Settings: Here the setting of PublishOne can be changed.

Paragraph 1.2 Explanation of TOC

On the left in PublishOne the table of content (TOC) is shown. When you log in the tree isn’t unfolded yet. Click on “root” to see the first level of the tree.

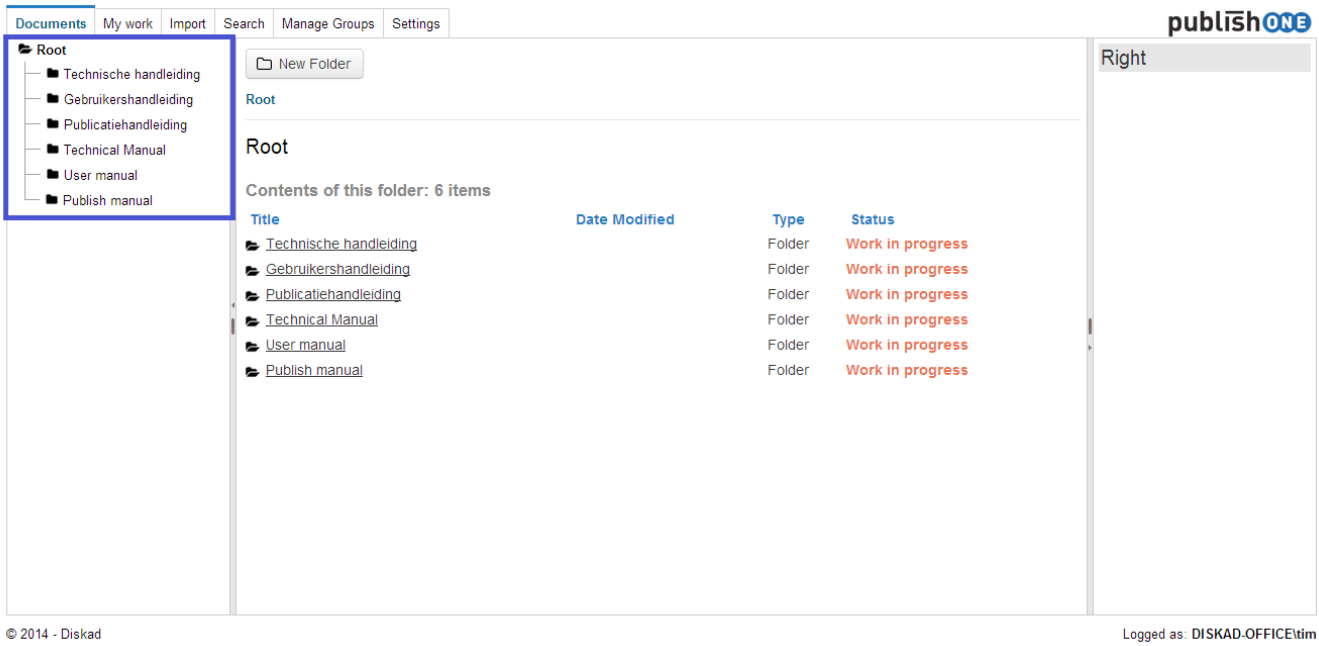

Figure 1.2 1

By clicking on the arrows next to a publication or chapter you navigate to deeper levels.

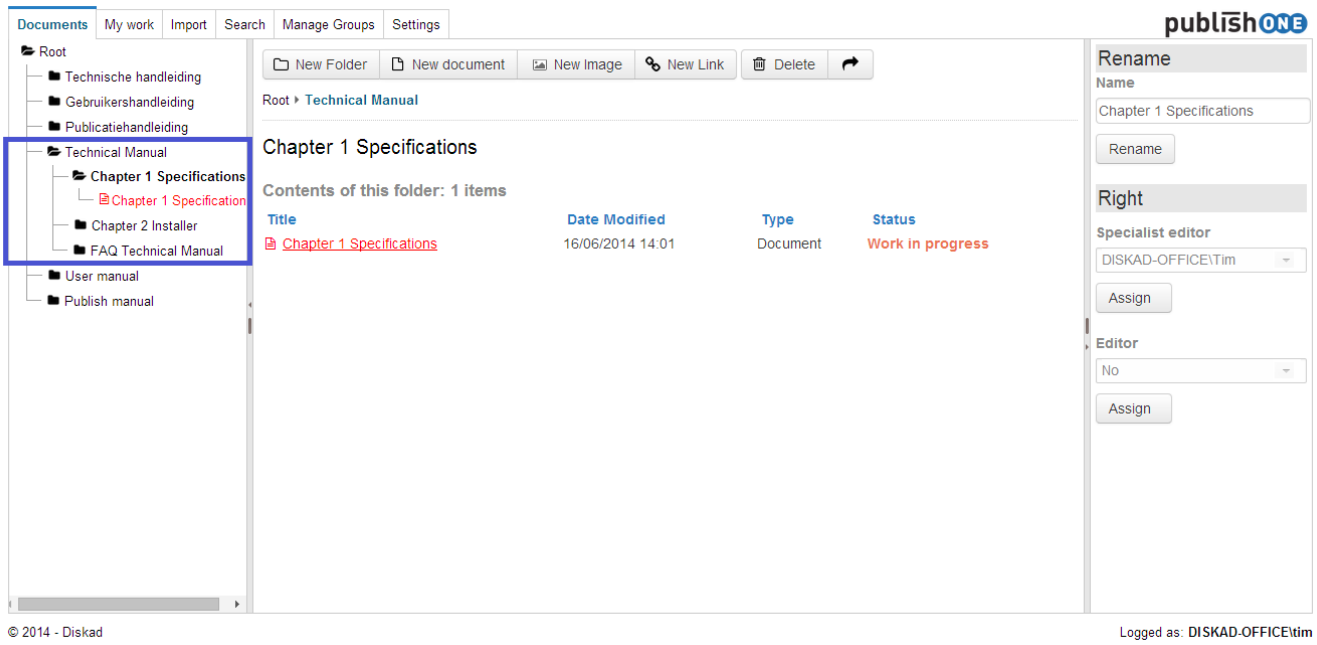

Figure 1.2 2

Paragraph 1.3 Granting rights

To grant rights of editing a document in PublishOne to an editor or specialist editor, first you have to find the right document. On the right of the document you can see the assigned editor and specialist editor.

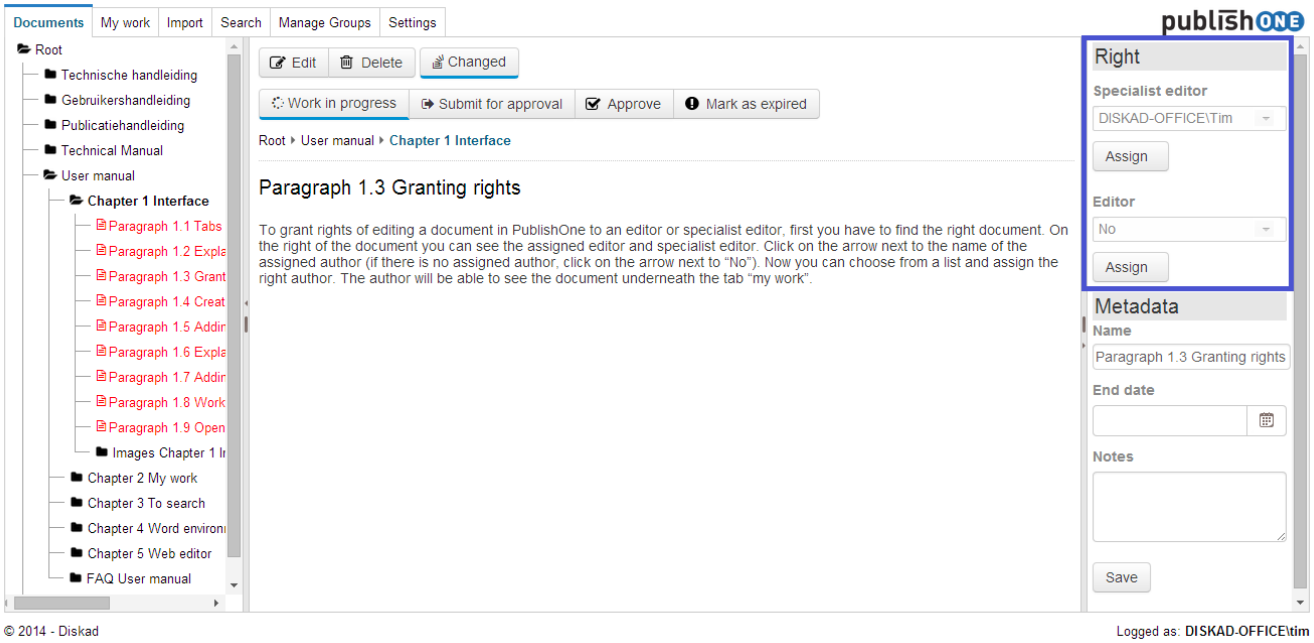

Figure 1.3 1

Click on the arrow next to the name of the assigned author (if there is no assigned author, click on the arrow next to "No").

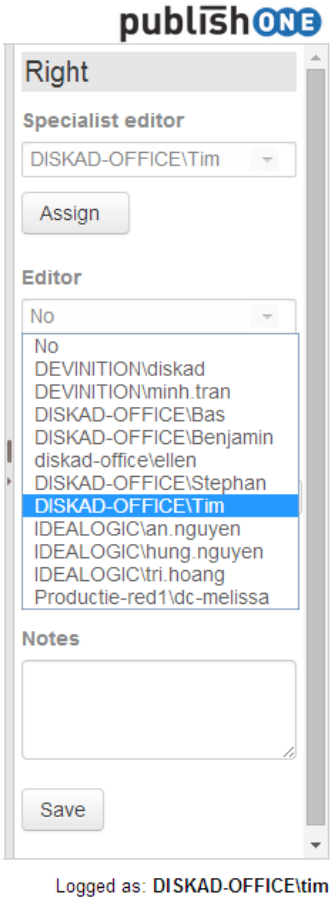

Figure 1.3 2

Now you can choose from a list and assign the right author. The author will be able to see the document underneath the tab "my work".

Paragraph 1.4 Creating a new chapter/document

To create a new chapter or part, choose the right edition in the TOC. By clicking on “new folder” a new chapter can be created. If you want to make a new paragraph, go to the right chapter (folder) and choose “new document”.

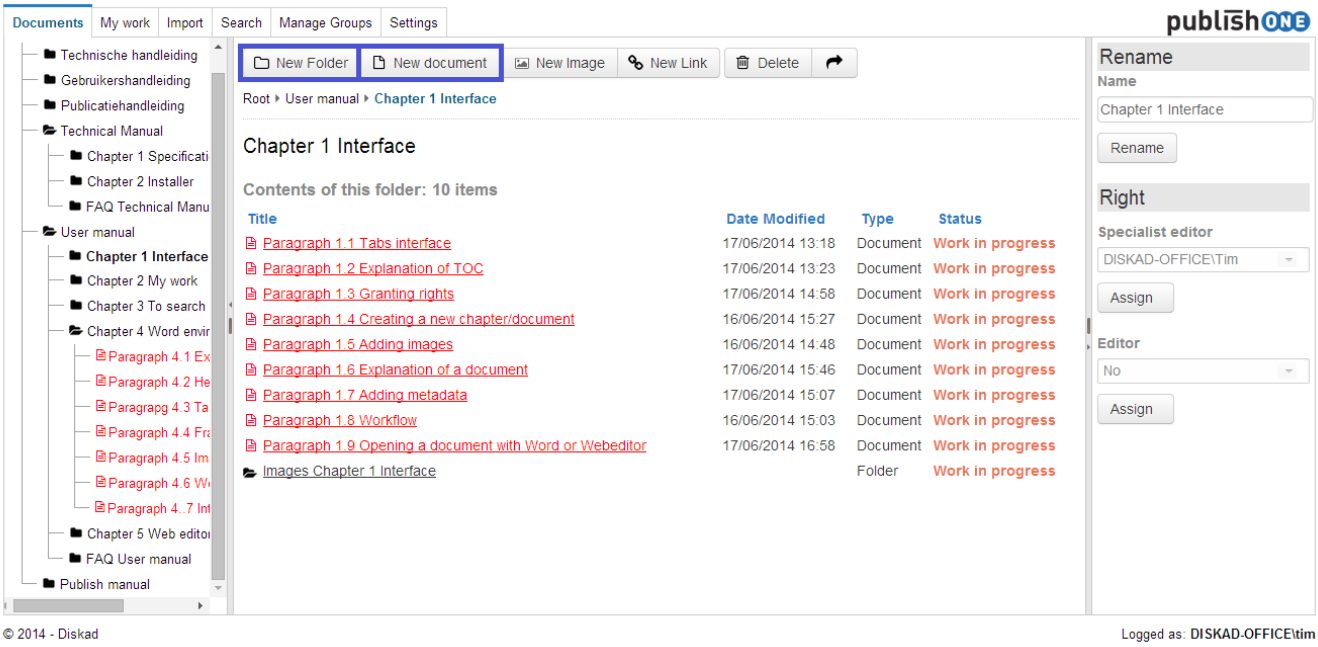

Figure 1.4 1

On the next screen you can name the chapter or part (folder) and the chapter/part can be created. The chapter/part will appear directly in the CMS. In both the right and left panel of the CMS the new chapter/part will appear. If the new part does not appear, refresh the screen by pressing F5 or Ctrl+F5.

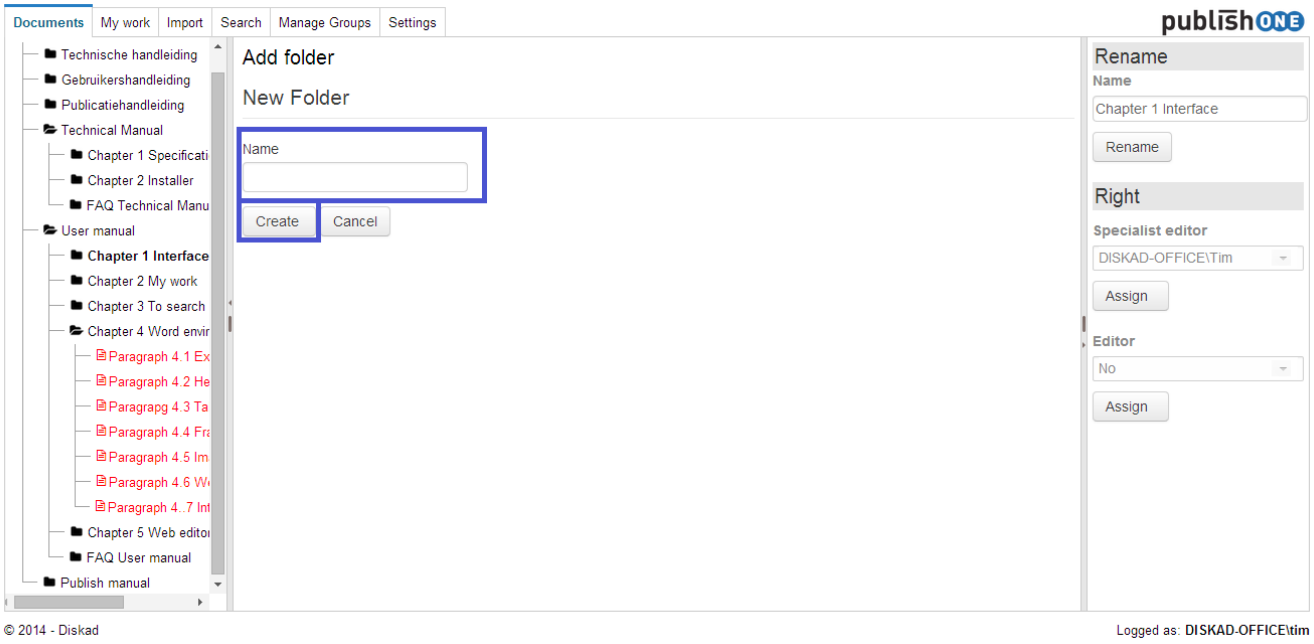

Figure 1.4 2

Paragraph 1.5 Adding images

To be able to add an image to a document, the image also has to exist in the editing environment of PublishOne. You can add an image, by clicking on “new image” in the folder of the chapter or paragraph the image belongs to.

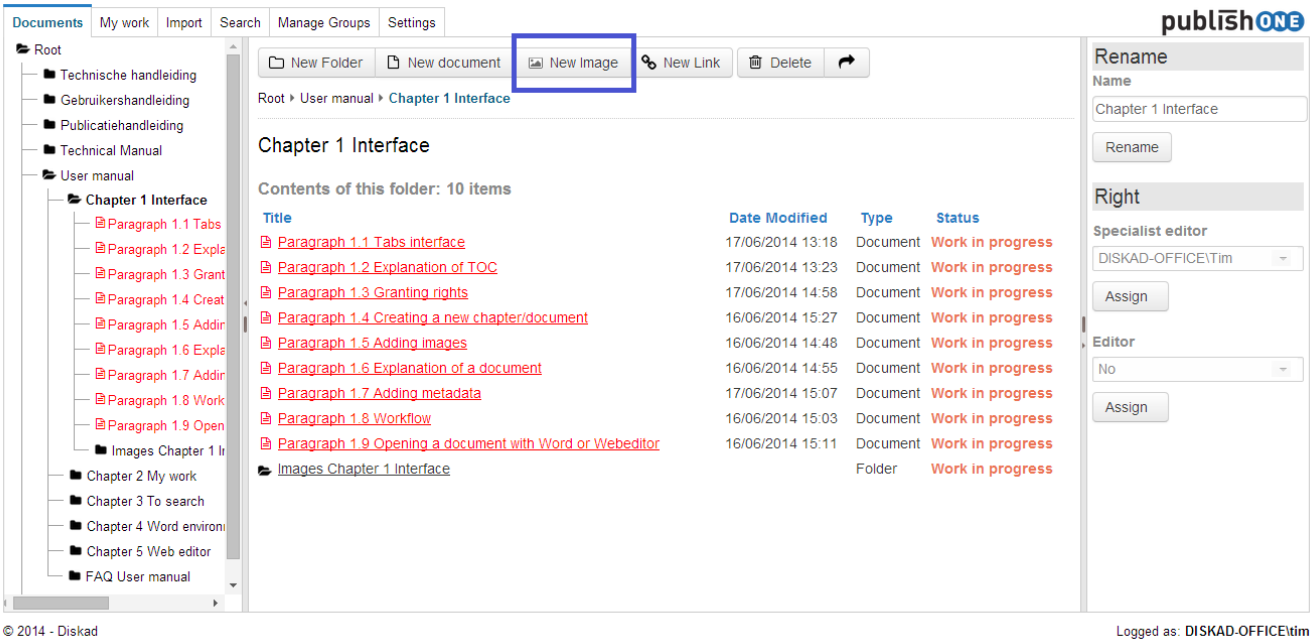

Figure 1.5 1

After the name can be filled in and clicked on “Create”.

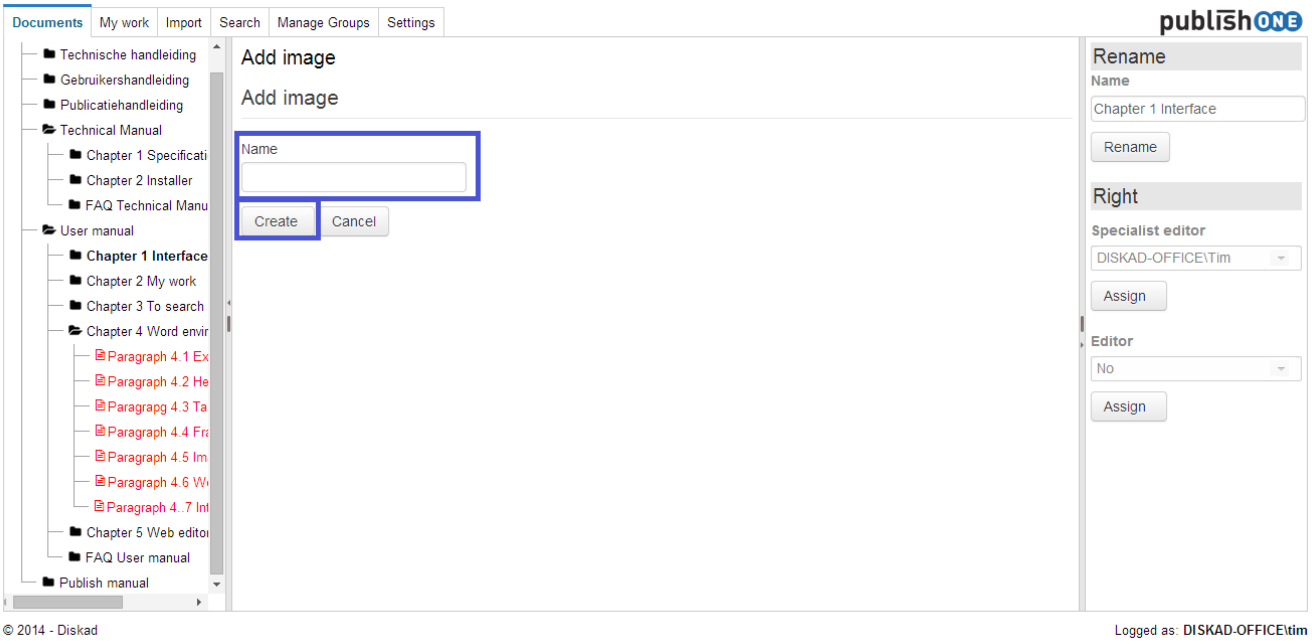

Figure 1.5 2

A new screen will appear. Click on “Add file” and choose the right image and double-click on it.

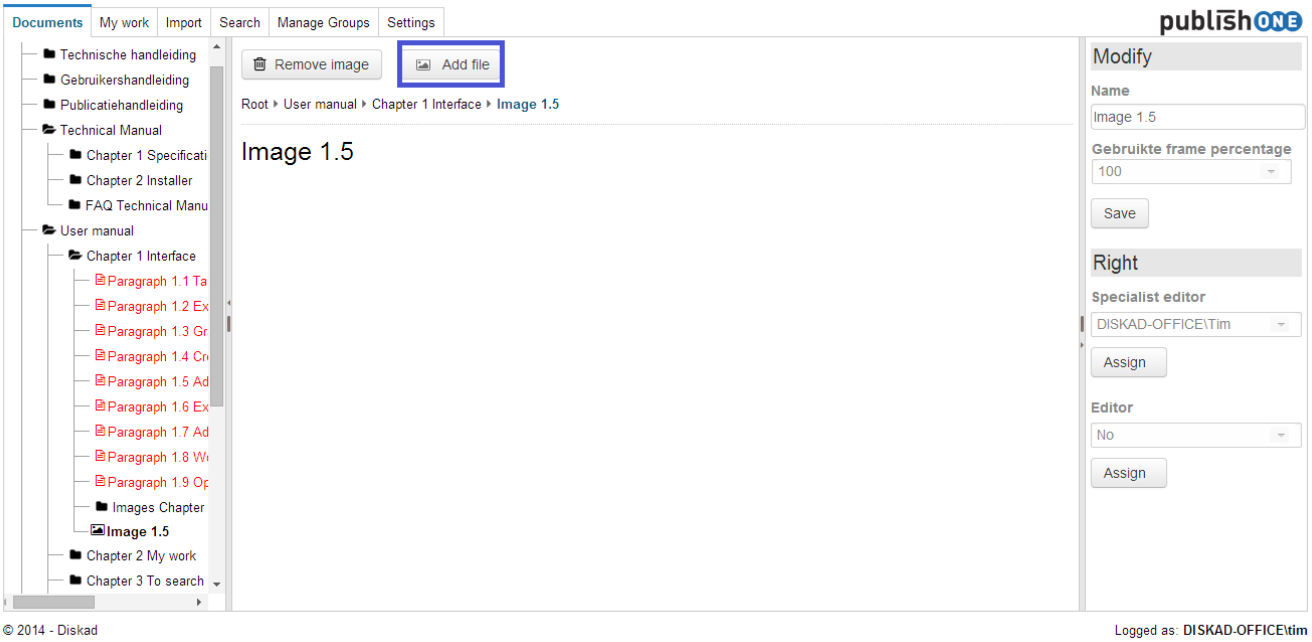

Figure 1.5 3

The image will be visible immediately. You can delete the image from the editing environment by clicking on the trashcan icon next to the image.

Paragraph 1.6 Explanation of a document

If you have found a document via the TOC or via “my work” you will see the next screen:

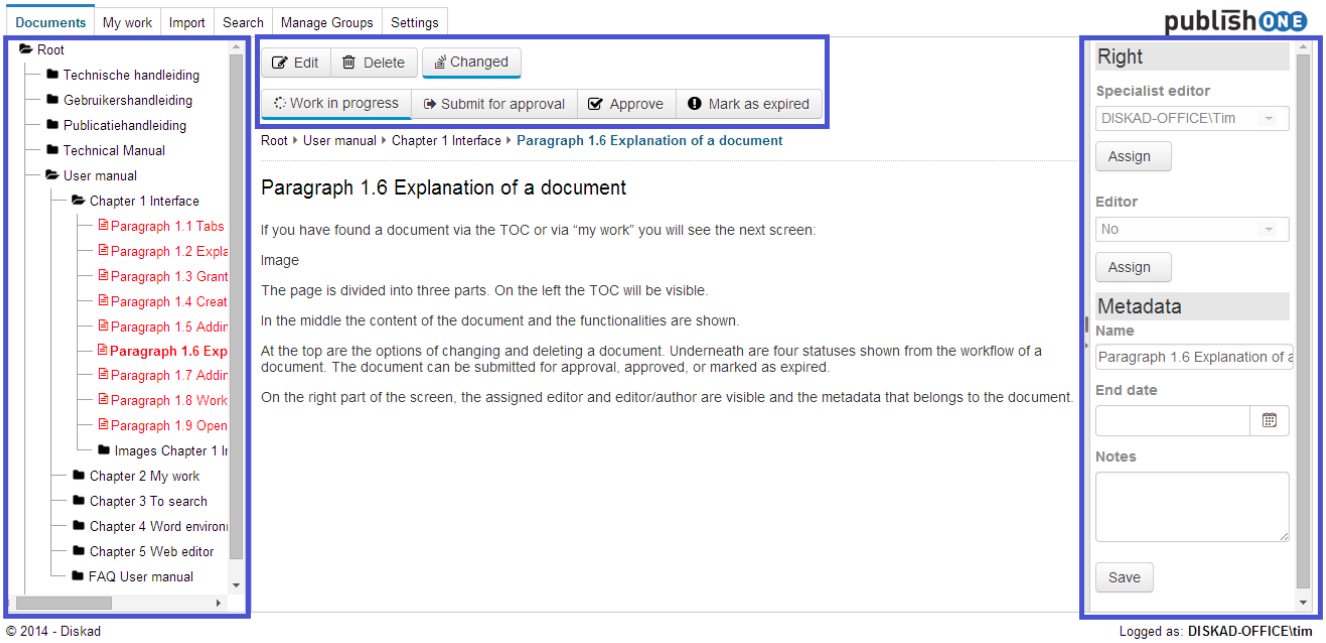

Figure 1.6 1

The page is divided into three parts. On the left the TOC will be visible.
In the middle the content of the document and the functionalities are shown.
At the top are the options of editing and deleting a document. Underneath are four statuses shown from the workflow of a document. The document can be work in progress, submitted for approval, approved, or marked as expired.
On the right part of the screen, the assigned editor and editor/author are visible and the metadata that belongs to the

document.

Paragraph 1.7 Adding metadata

To enrich the documents, extra information can be added. This information is called metadata. The metadata can be filled in per document at the right bottom of the screen.

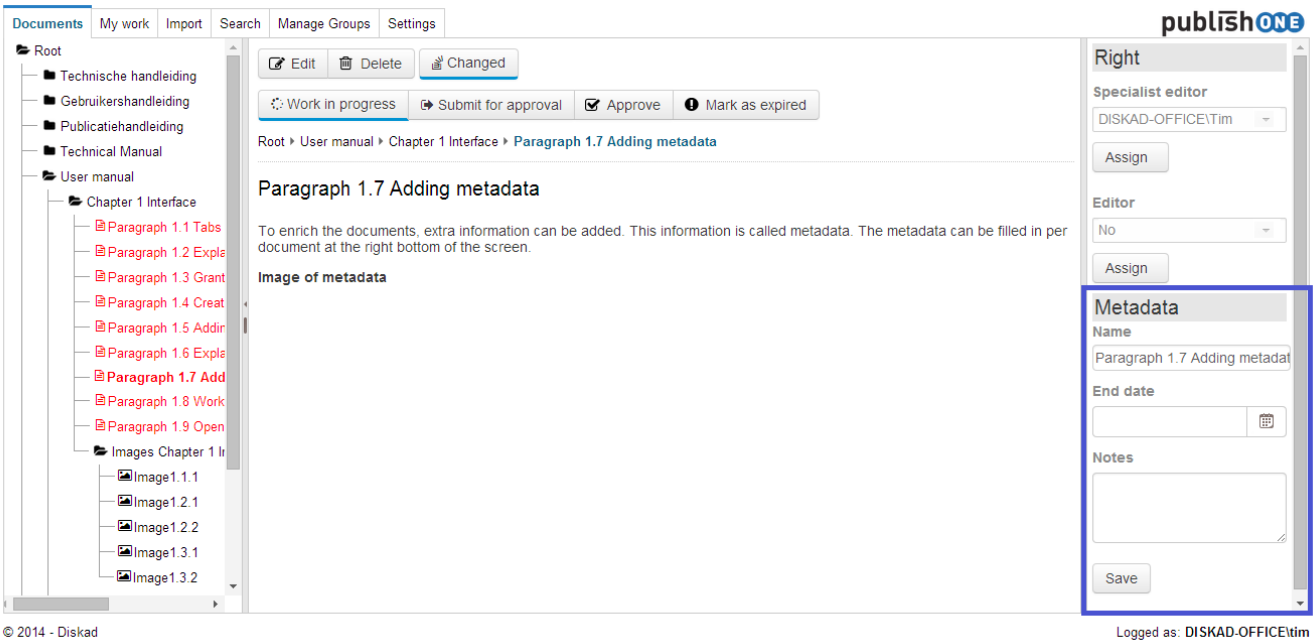

Figure 1.7 1

Paragraph 1.8 Workflow

The workflow of a document in PublishOne exists out of four steps:
Work in progress: The document is assigned by a specialist editor to an editor/author and is working in the document.
Submitted for approval: The editor/author is finished with the document and has submitted it for approval to the specialist editor.
Approved: The specialist editor has approved the document for publication.
Expired: The document is expired.

Paragraph 1.9 Opening a document with Word or Webeditor

To edit a paragraph, you have to click in “my work” on the title of a document. You will be guided to the document and will see the screen shown below. To edit the document in the Word environment you have to click on “edit”.

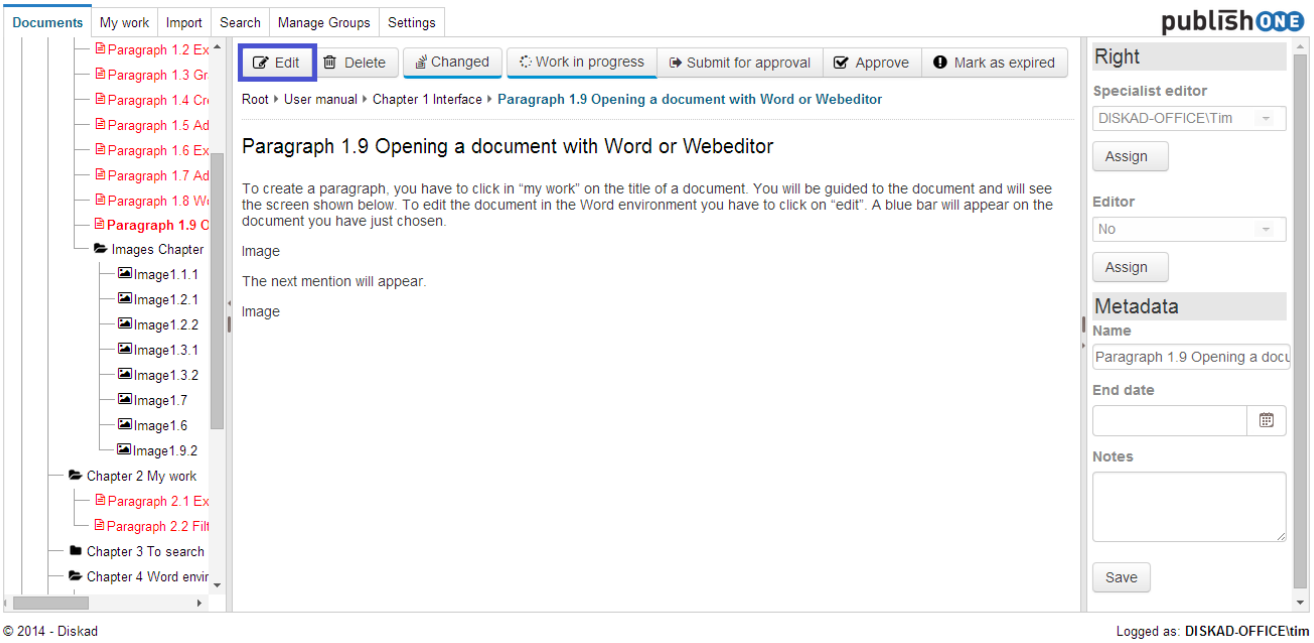

Figure 1.9 1

The next mention will appear.

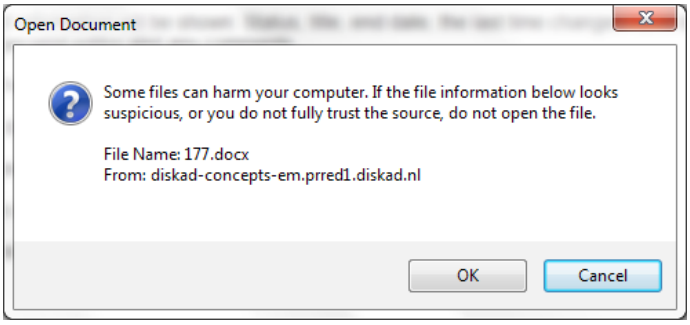

Figure 1.9 2

Click on "OK" and you will proceed to the Word environment.

CHAPTER 2 MY WORK

Paragraph 2.1 Explanation of my work

To start, click on my work at the right top. Here you can see the documents which are assigned to you by the specialist editor.
For every document the next information will be shown: Status, title, end date, the last time changes have been made to the document, the assigned specialist editor and any notes.
Status: work in progress: the files with this status are assigned to you.
Title: click here to see the document.
Specialist editor: the assigned specialist editor.
Changed: the last date changes have been made.
Notes: here are the instructions and the author/editor or specialist editor can place any comments.

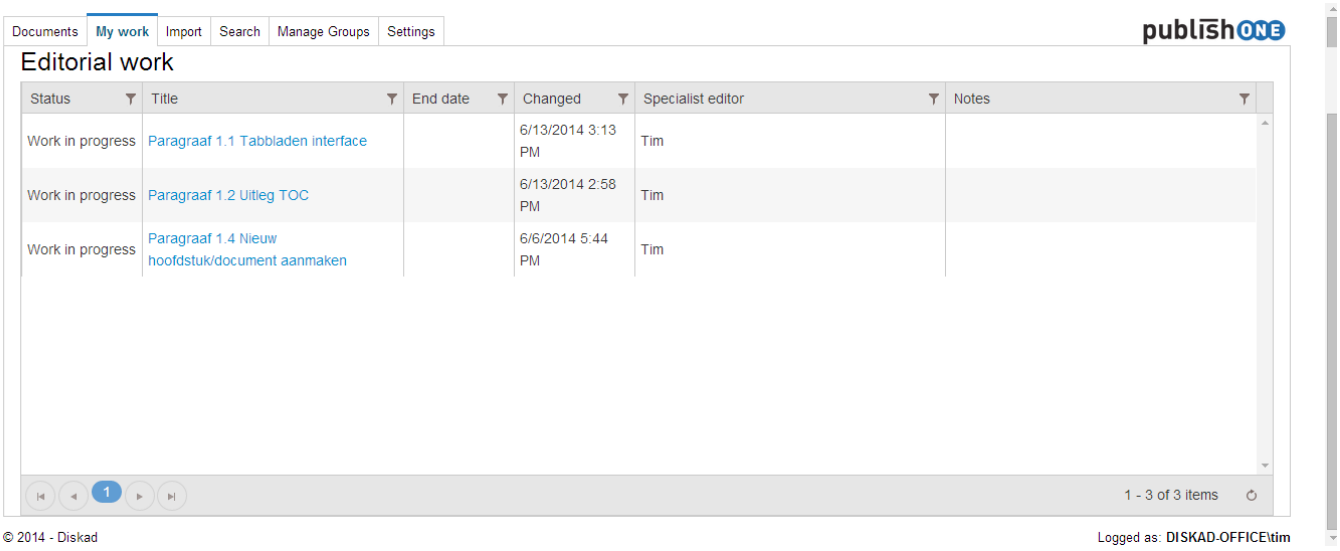

Figure 2.1 1

Specialist editor
Status: for approval: if files have this status, they can be checked.
Title: Click here to see the document.
Editor: the assigned editor.
Notes: here are the instructions and the author/editor or specialist editor can place any comments.

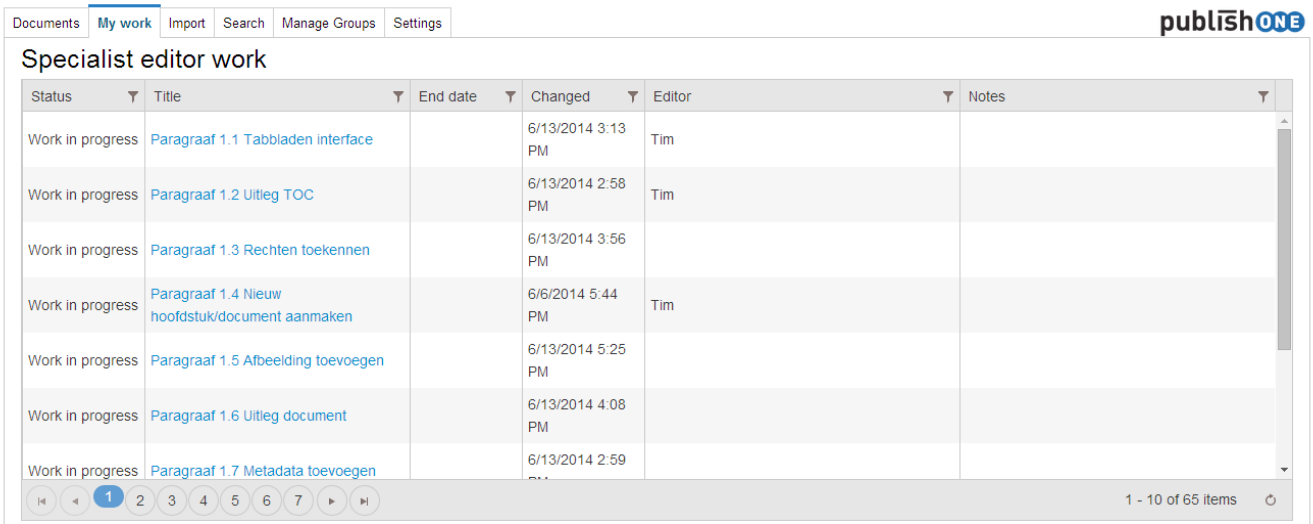

Figure 2.1 2

To start a paragraph, click on the title. You will be guided to the CMS and you will see the screen below. To be able to edit the document in the Word environment, you have to click on “edit”.

Paragraph 2.2 Filtering and sorting documents

To sort all the visible documents under the tab “my work”, you have to click on the arrow next to the features of the document. You can filter the documents on status, title, end date, the last time changes have been made to the document, specialist editor/editor and notes. If you click on the title of the feature the display will change from ascending to descending or the other way around.

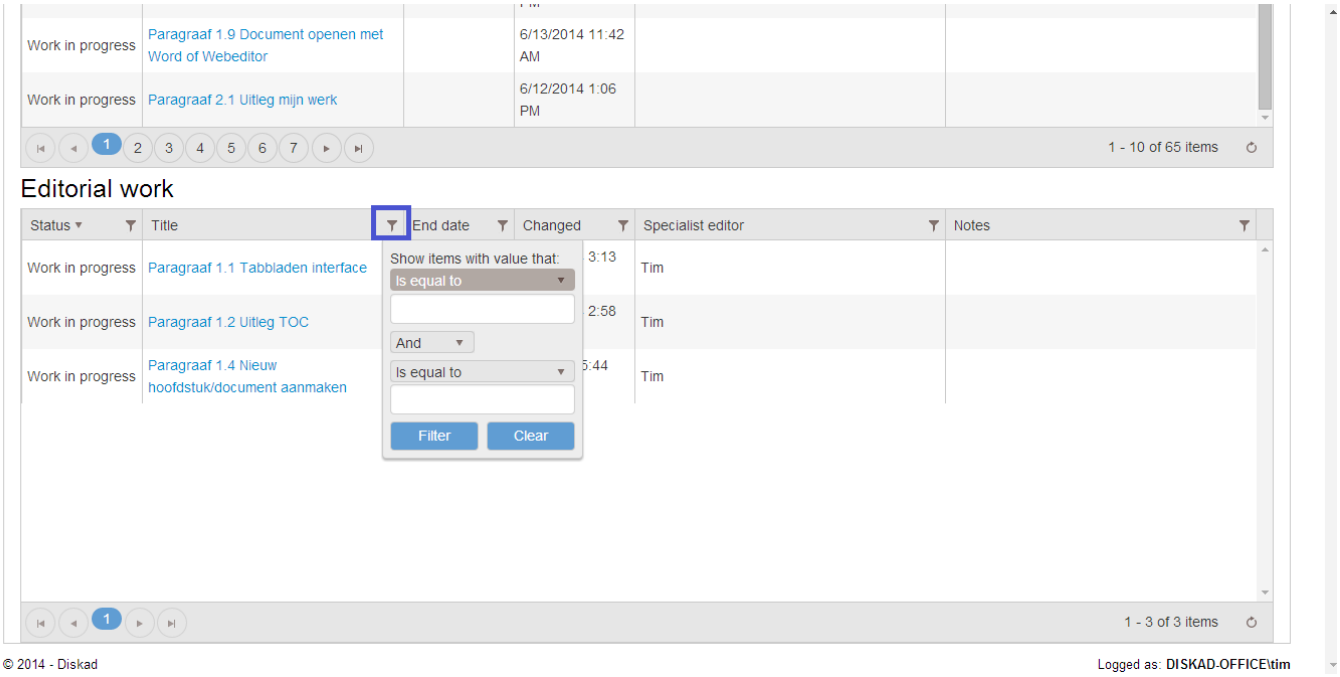

Figure 2.2 1

CHAPTER 3 TO SEARCH

Paragraph 3.1 To search

To search through the documents of PublishOne you have to click on “search” at the top of the screen. Enter the key-word and click on search. The search results can be specified under the “sorting options”. The search results can be sorted on relevance, title, end date, and the last time changes have been made to the document. There is a choice to display the search results in ascending or descending order and how many search results will be visible per page.

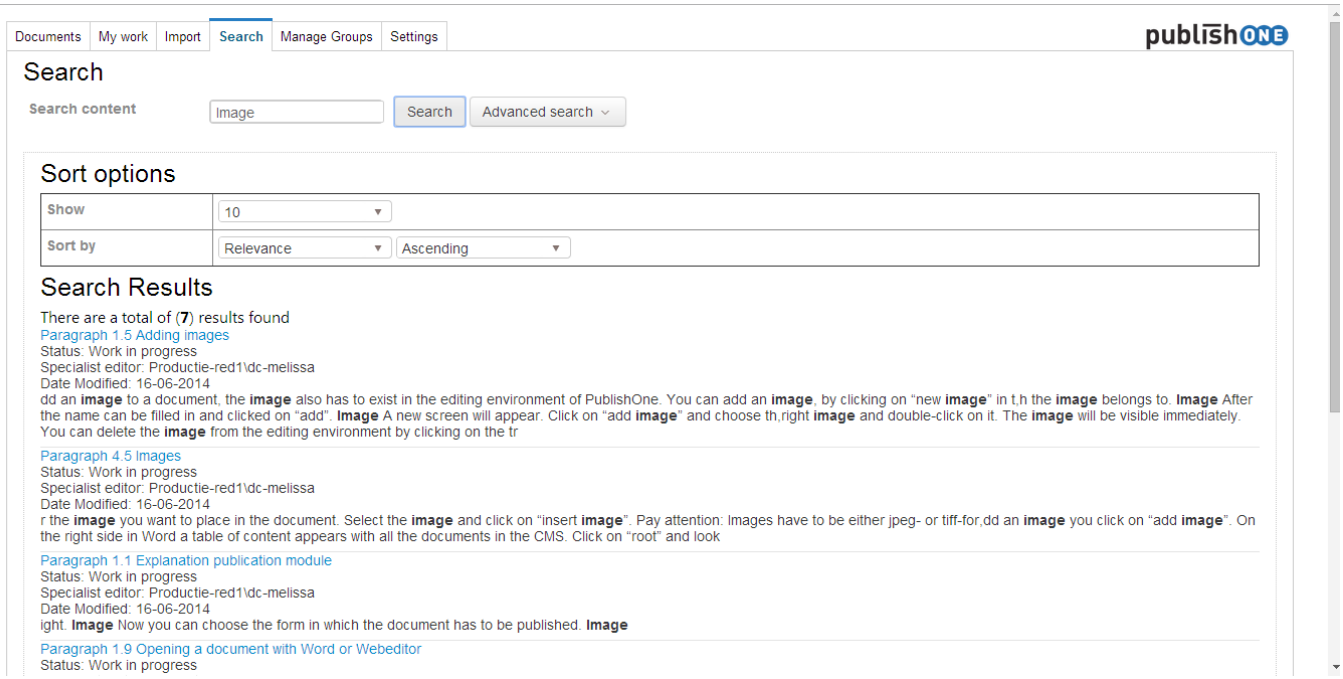

Figure 3.1 1

Paragraph 3.2 Advanced searching

Next to the search button there is an option for “advanced” searching. With this function you can search:
- Title
- Author
- Editor
- Specialist editor
- Status
- End date
- Last date changes have been made to the document

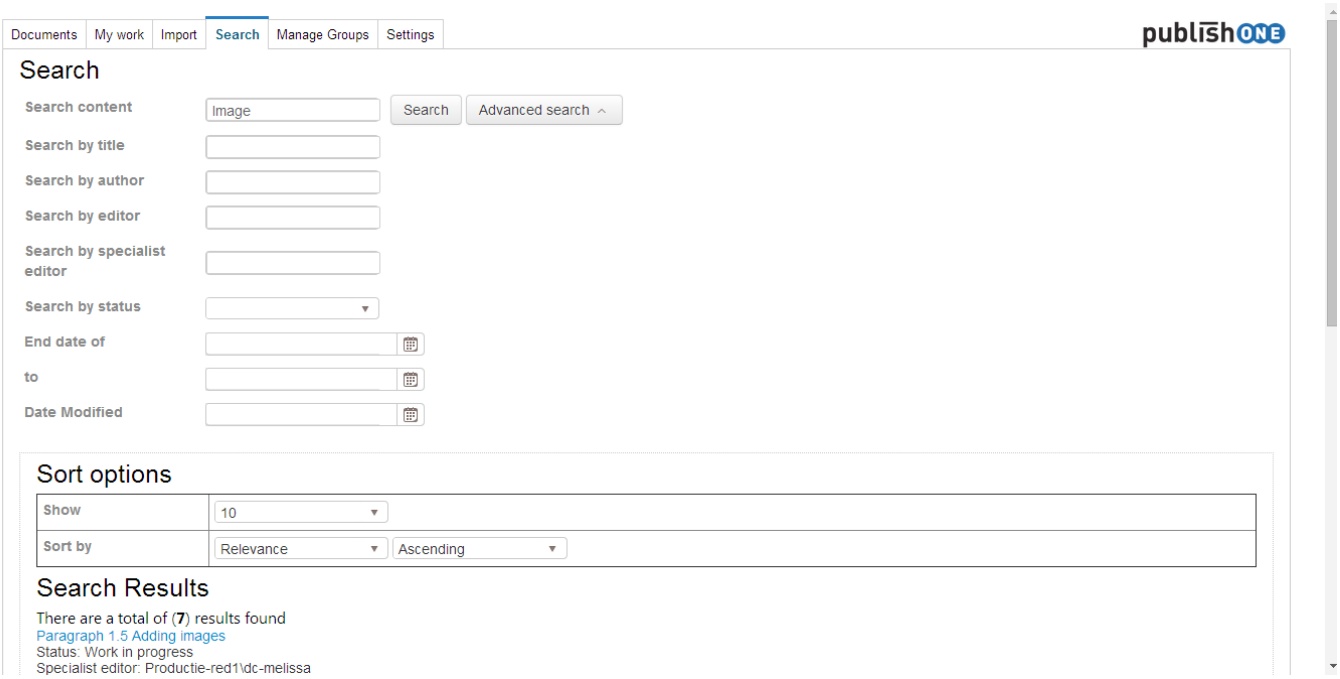
Documents
My work
Import
Search
Manage Groups
Settings
publishONE
Search
Search content
Image
Search
Advanced search
Search by title
Search by author
Search by editor
Search by specialist editor
Search by status
End date of
to
Date Modified
Sort options
Show
10
Sort by
Relevance
Ascending
Search Results
There are a total of (7) results found
Paragraph 1.5 Adding images
Status: Work in progress
Specialist editor: Productie-red1\dc-melissa

Figure 3.2 1

CHAPTER 4 WORD ENVIRONMENT

Paragraph 4.1 Explanation of the ribbon

When you open a document in Word, on the left side of the screen, you will see the PublishOne ribbon next to “start”. In this chapter, different functions of the ribbon will be explained. In figure 4.1.1 you can see where the PublishOne ribbon is visible and where the functions are.

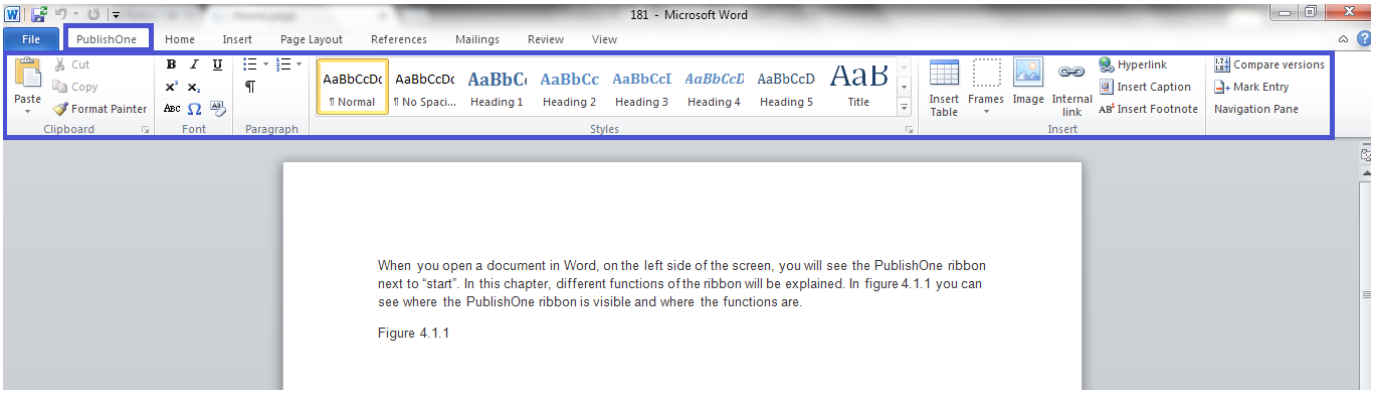

Figure 4.1 1

Paragraph 4.2 Headings and styles

To apply the right style to a text, click next to “styles” on the arrow. All selected headings and styles will be visible like figure 4.2.1. Select the text to which you want to apply the heading or style and click the wanted heading or style. It is important that you only use styles from the ribbon.

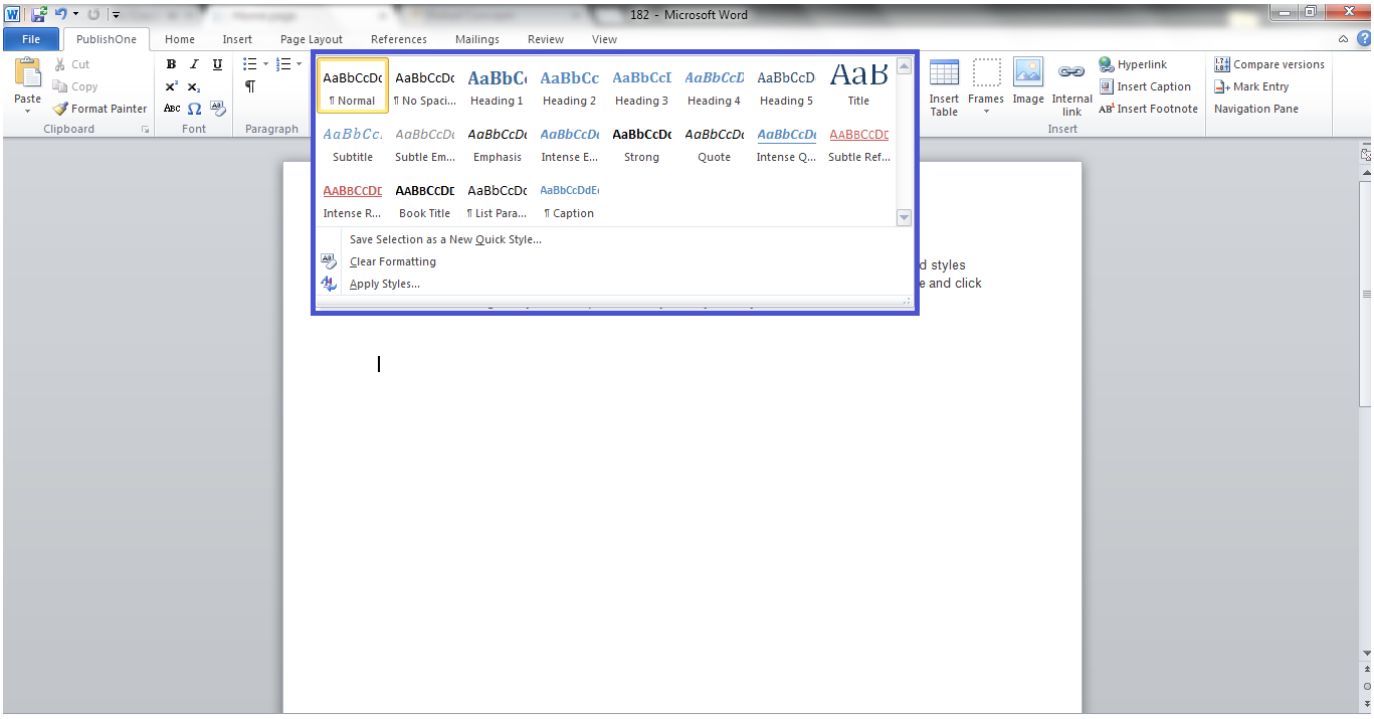

Figure 4.2 1

Paragraph 4.3 Tables

By clicking on “insert table” you can add a table to your document. To design the table further you can use the extra options as shown in figure 4.3 2.

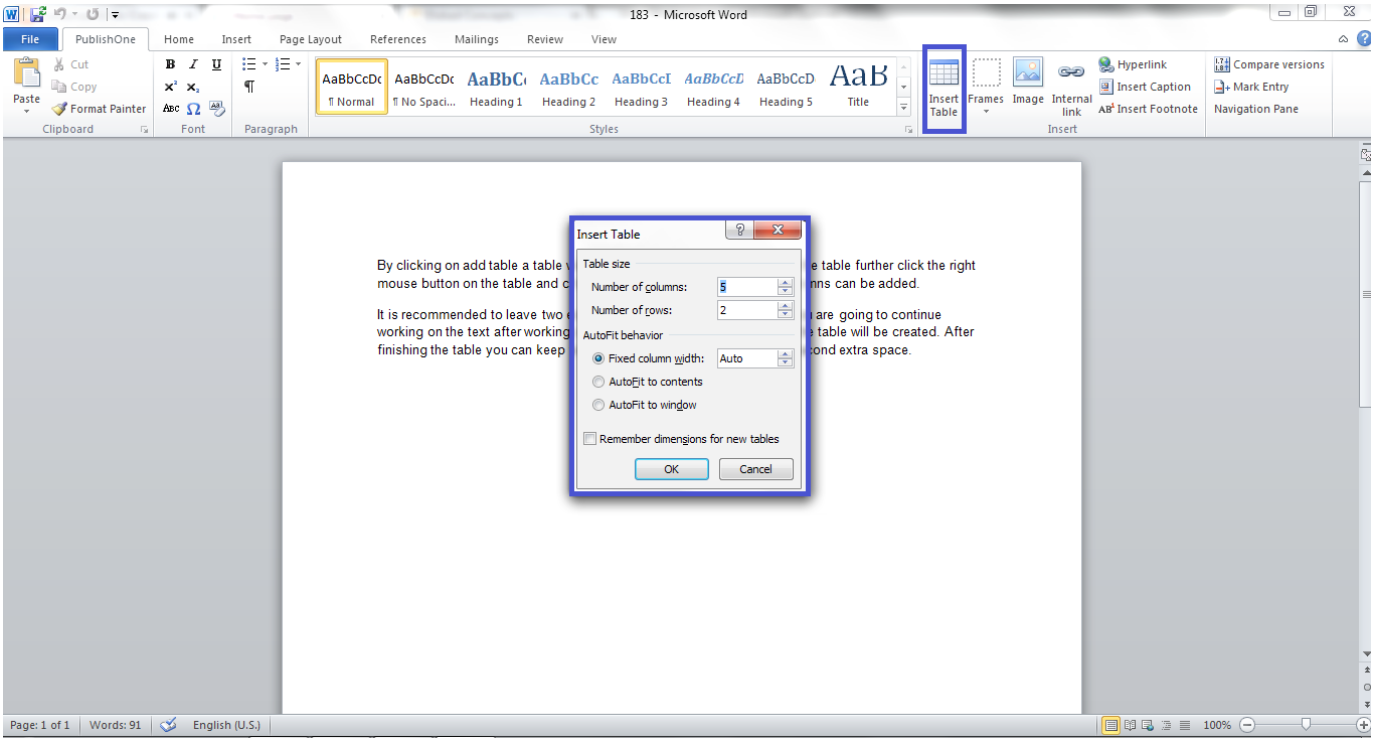

Figure 4.3 1

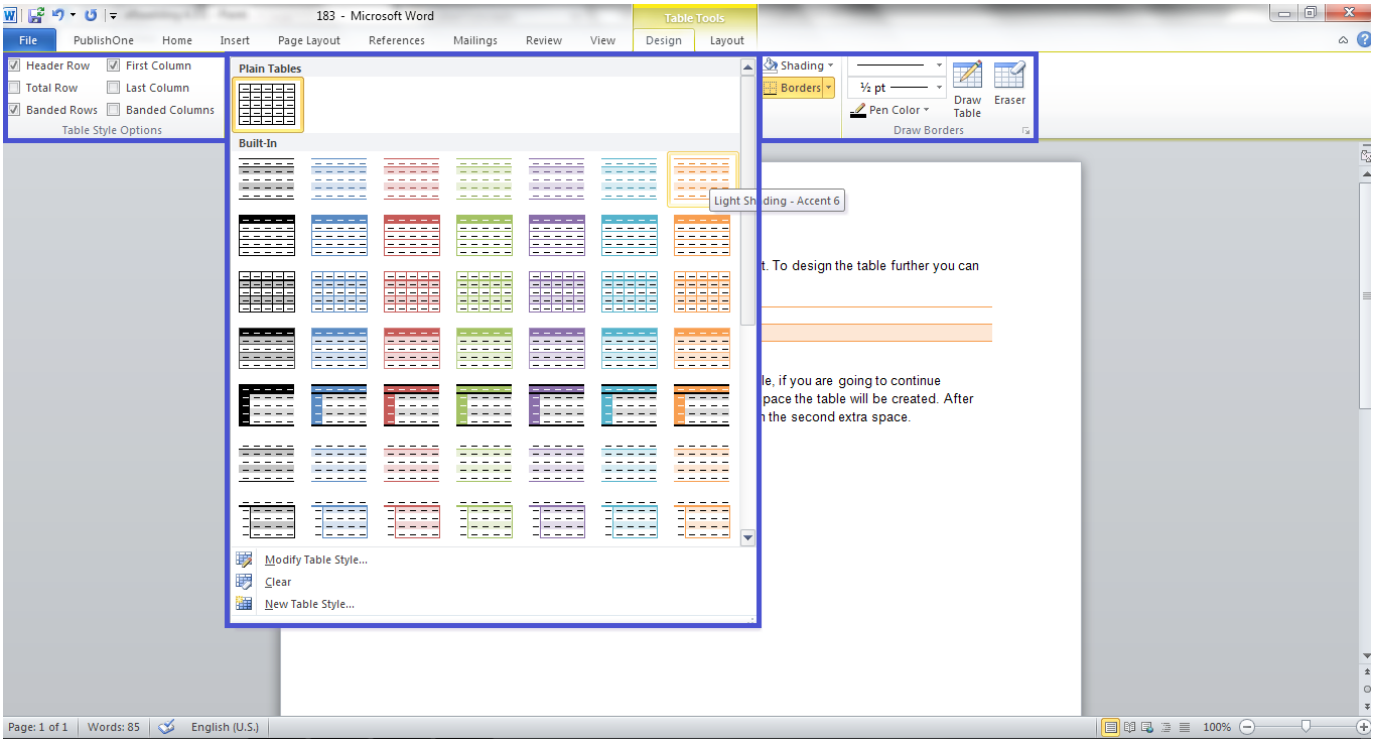

Figure 4.3 2

It is recommended to leave two extra spaces before adding a table, if you are going to continue working on the text after working in the table. In the upper extra space the table will be created. After finishing the table you can keep working on the text by clicking on the second extra space.

Paragraph 4.4 Frames

To place a piece of text inside a frame, you first have to add a new extra space. Move your cursor to this extra space and choose the right frame. The frame will appear and the text can be placed inside. You don’t need to delete the

extra space underneath the frame.

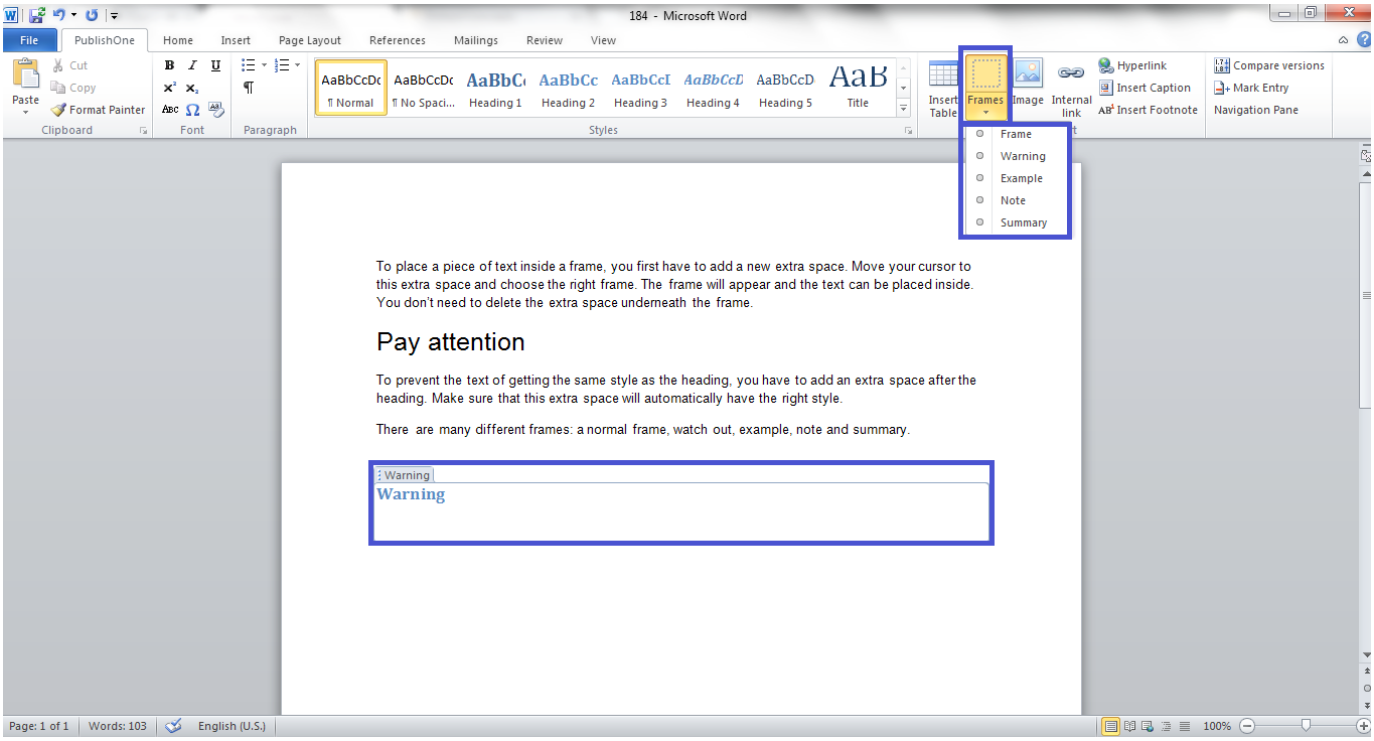

Figure 4.4 1

Pay attention
To prevent the text of getting the same style as the heading, you have to add an extra space after the heading. Make sure that this extra space will automatically have the right style.
There are many different frames: a normal frame, watch out, example, note and summary.

Paragraph 4.5 Images

To add an image you click on “Image”. On the right side in Word a table of content appears with all the documents in the CMS. Click on “root” and look for the image you want to place in the document. Select the image and click on “Insert image”.

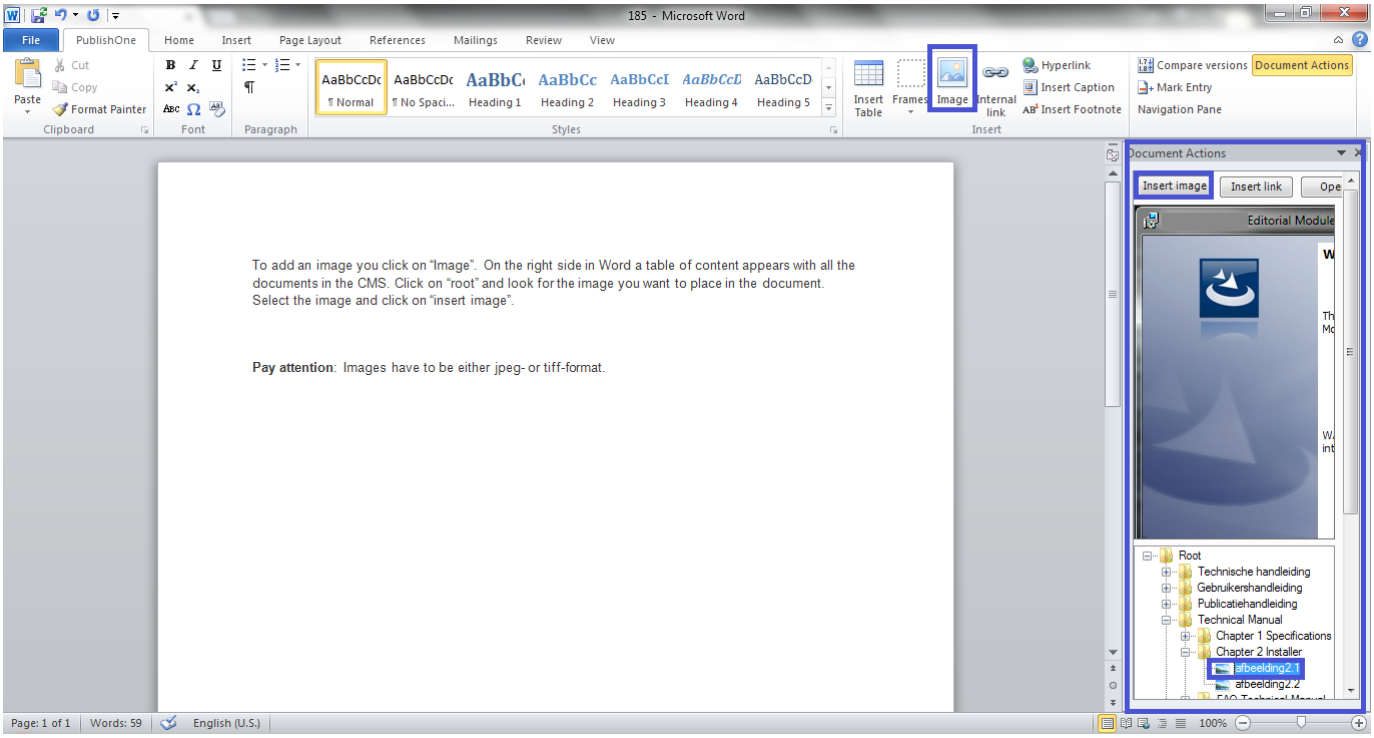

Figure 4.5 1

Pay attention: Images have to be either jpeg- or tiff-format.

Paragraph 4.6 Web links

Click on "Hyperlink" to add a link. Enter the web link in the newly appeared screen and click on "add". If there is already a text that has not been entered the previous way, select the link and then click "add web link"

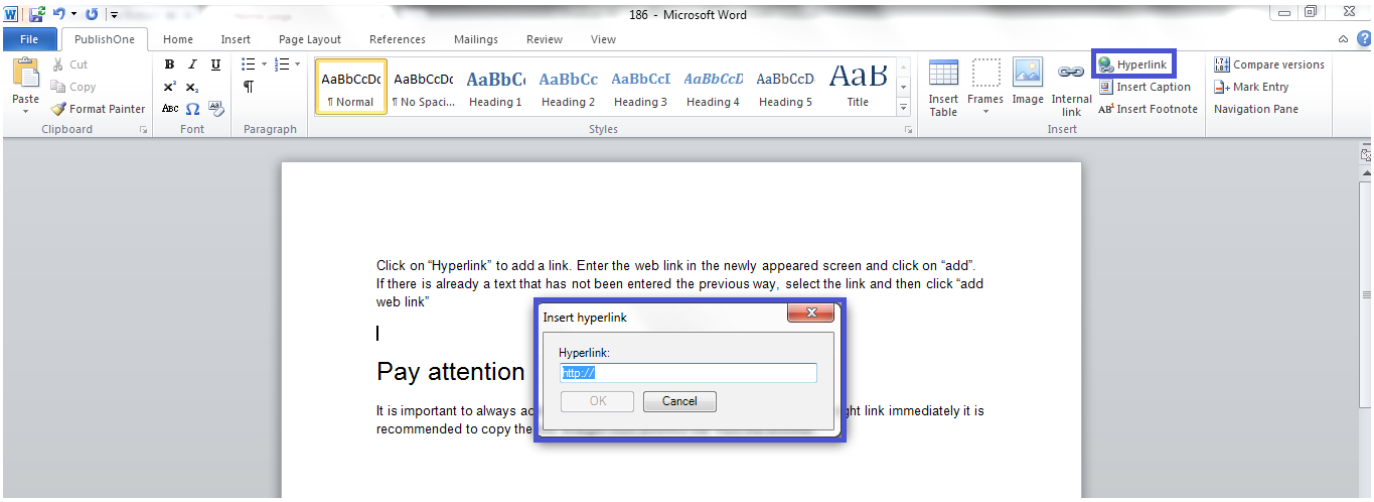

Figure 4.6 1

Pay attention
It is important to always add http:// when the link starts with www. To add the right link immediately it is recommended to copy the link straight from address bar from the browser.

Paragraph 4.7 Internal links

To add a link to an internal document click on "internal reference". On the right in Word a pop-up screen will appear with the folder 'root'. If you click on 'root' the whole table of contents will appear with all the documents in the CMS. Look for the document that has to be linked to the current one. Select the text that you want to change into a link and select the document in the pop-up screen and click on "insert link".

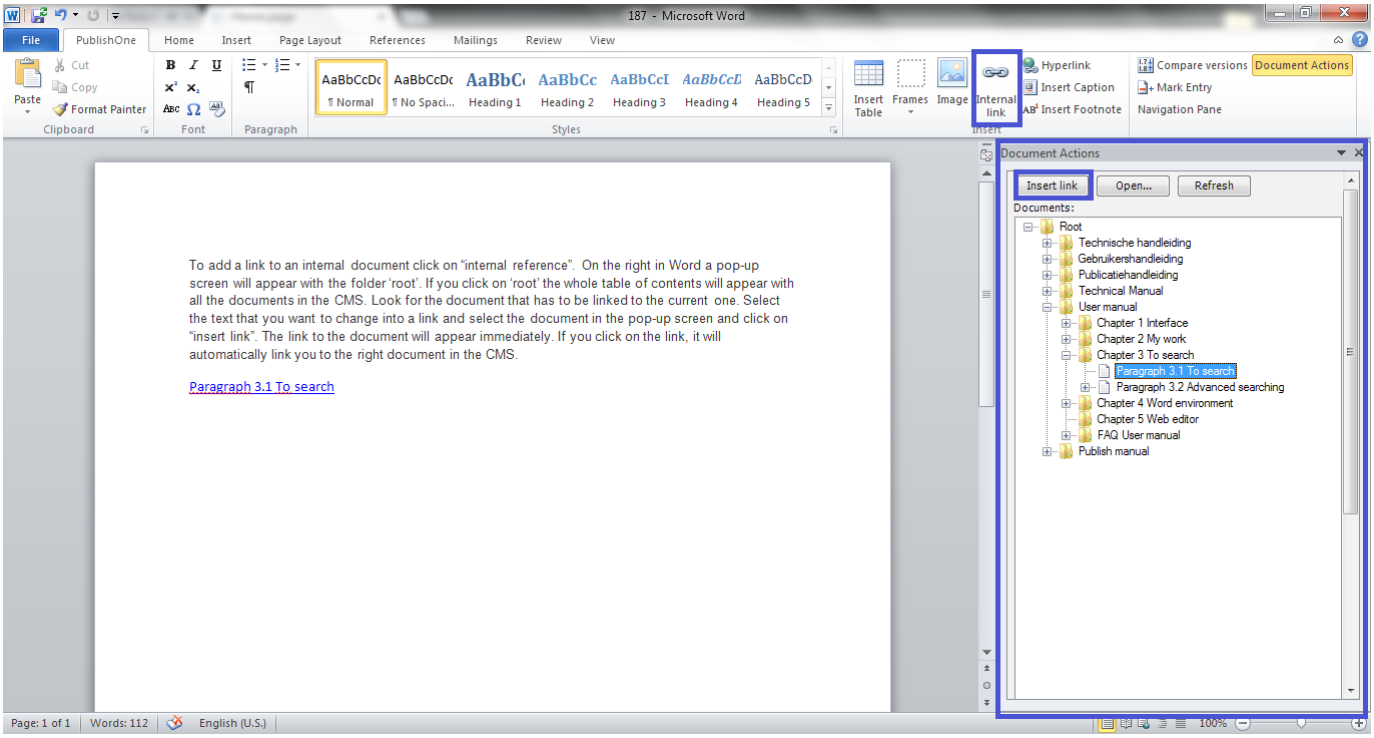

Figure 4.7 1

The link to the document will appear immediately. If you click on the link, it will automatically link you to the right document in the CMS.

Instruction videos

Explanation of a document: https://www.youtube.com/watch?v=gpy5SWNbkr8
How to create a new chapter or document: https://www.youtube.com/watch?v=EwCDWdO9U4w
My work: https://www.youtube.com/watch?v=tcmrT6ScJRk
How to search: https://www.youtube.com/watch?v=r6a5TfEBCgc
Working in Word part 1: styles, tables and frames: https://www.youtube.com/watch?v=aah_VETosM8
Working in Word part 2: internal reference and hyperlink: https://www.youtube.com/watch?v=AGkaPVW82yQ
Working in Word part 3: adding images: https://www.youtube.com/watch?v=X1JnDK2HXdQ
From Word to the editor environment: https://www.youtube.com/watch?v=5CB-1HXLx2I
Specialist editor
How to grant rights: https://www.youtube.com/watch?v=fU8NFsrvF_M
How to approve documents: https://www.youtube.com/watch?v=h9sQ9rtmlNM